

## SAMPLE PARENT/GUARDIAN NOTIFICATION LETTER • VERSION 2

### Eligibility Established through Direct Certification Based on

### FOSTER CHILD, HOMELESS, RUNAWAY OR HEAD START PROGRAM STATUS

***Use District/School Letterhead***

**[insert date]**

Dear Parent/Guardian:

We want to let you know that the children listed below will receive free **[insert applicable meal, e.g., lunches, breakfasts, milk and snacks]** at school because they have been directly certified and are automatically eligible for free meals without further application. Direct certification is the process of determining children eligible for free meals benefits based on documentation obtained directly from the appropriate state or local agency or other authorized individual. Children who are identified as foster children, homeless, runaway or being enrolled in a federally funded Head Start Program are considered to be directly certified if documentation was provided by an appropriate state agency (e.g., Connecticut Department of Children and Family Services) or an authorized individual overseeing the mentioned programs.

Name of Child	Name of School

For these types of direct certification, *only the child identified as being directly certified is eligible for free meals.*

Please contact **[insert name]** at **[insert telephone number]** or **[insert e-mail address]** if:

- there are other children in your household who are not listed above and you would like them to receive free meals at school;
- you do not want your children to have free meals; or
- you have any additional questions.

Sincerely,

**[insert name and title]**

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Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

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For more information, visit the CSDE's [Forms](#) Web page or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

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